

Procedure for Responding to Earthquakes

Responsibility	Step	Action
Building Services Manager	1	<u>Preparatory Measures</u> Ensure that structural designs of buildings inclusive of cell site towers and microwave dishes are in keeping with earthquake resistance standards as required by the Country's Building Code.
	2	Ensure that a Drill/Simulation schedule is developed and maintained for All Company owned locations.
	3	Ensure that assembly points are identified and these designated areas communicated to staff.
	4	Ensure that annual earthquake drills/simulations are conducted to increase employees' awareness of and response to earthquakes.
	5	Ensure that non-structural hazards in buildings are identified and the appropriate corrective actions taken.
Employees	6	<u>During the Earthquake</u> If Indoors: Remain in-doors and take cover under a table, desk or any other sturdy structure.
	7	Move away from glass doors or windows that may shatter.
	8	After the earthquake, remain in the same position for at least 30 seconds to ensure that there are no immediate aftershocks.
	9	Evacuate the building using the emergency or other exits. DO NOT USE ELEVATORS.
	10	In the event of a major earthquake, if you are in close proximity to the sea, make your way as far inland as possible, as there is a possibility of a tidal wave.
	11	If Outdoors: Move away from buildings, walls and power-lines.
	12	Stay away from underpasses or bridges. If in a motor vehicle, stay there.
	13	In the event of a major earthquake, if you are in close proximity to the sea, make your way as far inland as possible, as there is a possibility of a tidal wave.

After The Earthquake:		
Responsibility	Step	Action

BCM Manager	14	Ensure that everyone is accounted for and that those who have been injured are provided with first/medical aid.
	15	Buildings are checked for trapped or missing persons
		The relevant authorities are notified of any injuries or damages, for example, the Office of Disaster Preparedness and Emergency Management (ODPEM), and the Fire Department.
Building Services Manager	16	Ensure that the utilities are turned off at the main distribution Points.
	17	Check for gas or water leaks or damages to the sewage line.
BCM Managers	18	Ensure that no one re-enters the buildings after a major earthquake.
HOD Risk Mitigation and Environmental Protection	19	Co-ordinate the search and rescue activities, in the event of a major earthquake.
The BCM & Welfare Manager	20	Ensure that the necessary first aid and emergency aid are made available to the injured persons.
BCM Managers	21	Coordinating damage assessment and reporting their findings to the Insurance Manager. All reports of damage must be recorded on the Damage Report form (Exhibit 1) .
BCM & Environment Manager	22	Ensure that all wastes generated, is disposed of in an environmentally sound manner.
BCM Managers	23	Ensure that annual simulation exercises are carried out.
	24	Document test results and submit copy to the BCM and Environment Manager.
	25	Maintenance of Plan Review annual changes made to Earthquake Plan and circulate to the DRP Committee members prior to being implemented.
EOC Chairman	26	Complete an evaluation exercise to include documentation, debriefing and reporting to the DRP Committee.

Categories of Earthquakes

Earthquakes are classified according to their intensity, which are measured on the Richter scale. Below are the various categories of earthquakes:

CATEGORY	INTENSITY	CHARACTERISTIC
MINOR	4.0 and less on the Richter scale.	Usually does not cause any damage. Earthquakes below 2.0 are usually not felt.
MINOR - SERIOUS	5.0, but less than 6.0 on the Richter scale	Minor damage may result.
SERIOUS	6.0, but less than 7.0 on the Richter scale.	Such earthquakes are considered strong and serious damage usually result.
MAJOR	7.0 and above on the Richter scale.	Major damage and losses usually result.

